



# Dorchester Town Council

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3 November 2021

**Agenda** for the meeting of the **Management Committee** which will be held at the **THE CRICKET PAVILION, WEYMOUTH AVENUE, DORCHESTER** on **MONDAY 8 NOVEMBER 2021** commencing at **7.00pm**.

Adrian Stuart  
Town Clerk

## **Public Speaking and Attendance at the Meeting**

This meeting is open to the public but with Covid still being at high levels the venue has an agreed maximum capacity of 25 – once that capacity is reached no further entry will be allowed. If you wish to attend please **contact the Clerk by 9.00am on the morning of the meeting**.

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

## **Member Code of Conduct: Declaration of Interests**

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

## **Membership of the Committee**

Councillors S. Biles, A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major (Vice-Chairman), R. Potter, M. Rennie, R. Ricardo, D. Taylor and The Mayor ex-officio.

## **Agenda**

### **1. Apologies**

### **2. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 13 September 2021 (adopted by Council on 27 September 2021). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### **3. Management Arrangements – Outdoor Services**

To receive the Outdoor Services update report (enclosed).

#### **4. Outside Gym**

To consider a report by the Deputy Town Clerk (enclosed).

#### **5. Flagpole in the Borough Gardens**

To consider a report by the Outdoor Services Manager (enclosed).

#### **6. Old Tennis Courts**

To consider a request from the Chairman of the Trustees Dorchester Almshouses that some work be undertaken to the area in and around the old tennis courts. At present the area is subject to anti-social behaviour, it is dark and unwelcoming and gives an ongoing feeling of disquiet.

The Committee is asked to give consideration to the request.

#### **7. Summer Events - 2022**

To consider a report by the Deputy Town Clerk (enclosed).

#### **8. Allotment Charges - 2022**

To consider a report by the Deputy Town Clerk (enclosed).

#### **9. The Queen's Platinum Jubilee 2022**

To consider a report by the Deputy Town Clerk (enclosed).

#### **10. Grant Applications**

To consider the following applications for financial assistance:-

- (a) Dorchester Family Support (application enclosed)
- (b) Life Education Wessex (application attached)
- (c) Mid Dorset Mencap (application attached)

#### **11. Cemetery Matters**

- (a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

**12. Municipal Buildings Monitoring Report**

To consider the Municipal Buildings monitoring and update report (enclosed).

**13. Public Bodies (Admission to Meetings) Act 1960**

To resolve “That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion”.

**14. Bowling Club Lease**

To consider a report by the Deputy Town Clerk (enclosed).

**15. Sandringham Sports Centre**

To consider a report by the Town Clerk (enclosed).

**16. Corn Exchange - Apse**

To consider a report by the Deputy Town Clerk (to follow).



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 8 November 2021 OUTDOOR SERVICES UPDATE REPORT – Early Winter

This report has been prepared whilst the country continues to work under government guidance for safe working practices during the Covid 19 outbreak. These regulations had and continue to have, an effect on the work undertaken by the team, practices have been amended in such a way so as to: -

- Safeguard the NHS
- Safeguard the public
- Safeguard staff health both in and away from work
- Maintain services
- Provide a good maintenance regime in Parks and Open spaces and to keep play areas open for general use.

1. The autumn period has seen ongoing maintenance work dominate with mixed weather producing consistent grass growth until recently when slightly cooler conditions and shorter day lengths have resulted in growth slowing. Covid restrictions continue to have an effect on the ability to carry out some works, the impacts remain limited although this is dependent upon staff not being infected which would reduce the number of staff available to work. Borough Gardens drinking fountains remain switched off. All colleagues have continued, as much as possible, to do the basic maintenance and additional works that have arisen in a timely fashion and with a quality of finish to provide excellent open spaces for residents and visitors to enjoy.

2. The Borough Gardens team have been doing numerous routine tasks within the site assisted where necessary by the outdoor services staff. These tasks have revolved, in the main, around bed preparation and planting of autumn bedding plants that will show limited colour during the winter before a very welcome show in the spring. The long bed adjacent to the Borough Gardens Clock will remain planted with the vibrant busy Lizzies until a hard frost finally kills them at which point the bed will be re-planted.

During the coming winter works to the annual beds and grass surrounding the large yew tree on the West Walks side of the gardens will be undertaken with the aim of improving the levels of the lawn in the area, removing trip and fall hazards and to achieve a significant improvement to both the soil structure and texture for future crops of bedding plants. To enable these works, these beds will not be planted this coming autumn and currently are still planted with summer annuals which will be removed as the display fades further.

Work has continued at the southern end of the gardens, consolidating the improvements made in the form of the rose garden. A review of the year has seen the roses doing exceptionally well, producing flowers and fragrance all summer and continuing to do so until very recently when windy wet weather removed the last of the flowers. The roses will be pruned to reduce height and prevent wind rock in the autumn and given their first formative prune in the coming spring.

A high point for the gardens and particularly the staff who maintain them was the news that again the gardens had been awarded Green Flag designation. Members will be aware of the news that the pass mark achieved this year was, for the first time, in the highest score band possible. This

again acknowledges the hard work and effort put into the gardens by all concerned. The Mayor and Chair of Management Committee paid a visit to the gardens to meet the staff and raise the flag. At this time, it was noted that the flag pole is rusty and in a decayed state, additionally its location is hidden from the main area of the gardens. A separate report is included in the agenda for this meeting regarding an option to improve this situation.

The project to renew the outdoor exercise equipment is underway and the subject of a separate report on this meetings agenda.

3. Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas and work is almost completed to renovate Poundbury Crescent play area. Delays in the delivery of spare parts are still causing problems however with some items of equipment still off site a waiting replacements.

The renewal and repair of town centre seats has continued, this work has been carried out with the assistance of Dorchester BID who have paid for new wood for the seats along with a contribution from Goulds store. The most recent phase has seen completion of the renovation of the seating located in the Charles Street area. Attention has now turned to the seats in and around the area of the war memorial where other work has also been focused to ensure the location is in good condition for the impending remembrance period and associated service.

Collecting litter from open spaces and bins has been ongoing.

Works have also been carried out to maintain Shrub borders and hedge lines owned by the Town Council in various open spaces and pay areas. This work is timed annually to avoid nesting season and any hedges with berries are not cut if it can be avoided. Works are carried out sympathetically for nature, allowing for both habitat and food.

#### 4. Cemeteries

Demand for full burials has been steady over the later summer, the numbers of burials of cremated remains continues to be high.

Councillors should be comfortable that currently, staff resources and management practices have maintained capacity for all burials, allowing them to continue without the need to re-schedule timings or request help with excavation from others and it is expected this will continue to be the case.

The training of two further staff and the purchase of a mini digger and trailer, both of which are now delivered and in use, have further secured the Town Councils ability to meet demands placed this service area and also enable more efficient and cost-effective operations.

#### 5. The Great Field

This item will be included routinely now as part of the Outdoor Services Report as works organised and managed by the Duchy of Cornwall are nearing completion and in time the site will be handed to the Town Council for management and maintenance. Officers of the Town Council have been involved in elements of the development of the overall field layout for many months, these have ranged from commenting on species selection of trees and landscaping proposals to placement and maintenance of waste bins and the layout of the path network.

Waste bins have been provided and fixed by Town Council staff and are currently being monitored for frequency of emptying and volume of use. A fine balance has to be achieved to allow an on-site

facility for the disposal of predominantly dog waste and the visual and financial impact of provision of too many bins.

The Duchy of Cornwall carried out significant large tree and small whip plantings over two winters, in the main these plantings have been successful, Town Council officers have recently met with Duchy officers to discuss replanting of dead specimens and formative pruning of existing trees with a view to ensuring as far as possible that the trees are able to progress well at, what is environmentally, quite a challenging site.

More recently significant work has been carried out on the new play area and surrounds, this has seen the following works taking place:

Removal of topsoil from the area of the site

Grading to achieve desired ground levels

Digging, installation and connection of land drainage to the existing system

Installation of water supply

Excavation of foundations and pouring of concrete

Installation of several items of play equipment.

The play equipment has been selected and designed by the Duchy as the main developer of the area, Town Council officers have been kept informed and been involved throughout the design process and now meet weekly on site to view the installation of the equipment as it progresses. This is invaluable as it allows for an understanding of design and construction detail, much of which will be obscured in the future when the Town Council takes over management and maintenance responsibilities. This is a rare opportunity to be involved with and influence the design and construction of play facilities as part of planning requirements.

The site when complete will feature numerous play structures that will appeal to children and young people of varying ages, parkour friendly equipment, inclusive play features, seating and landscape planting. Areas around the equipment will be surfaced to facilitate all year around use and safety surfaces beneath equipment will be play gravel type material.

Major play features will include striking interpretations of local building landmarks such as the Whistling witch, Buttercross and Brownsword Hall, all having connected items of play equipment both internally and externally such as rope bridges, slides and climbing elements.

To compliment these, other items such as fixed play structures for younger children e.g., horse and wagon, Lily pad springs, basket swings and a water rill are spaced around the site. More challenging play is offered for the braver by a large rope balance installation and an extensive timber climbing and balance feature.

It is anticipated that when coupled with the nearby Café and toilet facilities this site will become a destination play area for residents and visitors to enjoy all year round with play value in terms of visit time, measured in hours rather than minutes.

Construction of the area is expected to take approx. 6 months with completion anticipated in the spring of 2022, actual completion due to the nature of the works has the potential to be delayed due to adverse weather and members will be kept informed of any significant changes.



The Brownsword hall, above and Whistling Witch, right. As can be seen additional play features such as bridges and slides are to be added to the main structures.



Large climbing balance section under construction



Wide view showing bridge supports between towers under construction.

## 6. Biodiversity

As detailed in previous reports, Tree Planting phase 1 was completed at king's road field, a second phase of planting will take place in this coming winter period which will involve the planting of at least a further 60 larger trees all planted with supporting stakes and ties, mulching mats to suppress weed growth and watering kits for use in the summer. An ongoing check of the planting in phase 1 has revealed at the end of the first season that Survival rates have been very good with only 8 specimens observed to be dead, these will be routinely replanted this coming winter.

It remains the case that no news has yet been received about formal SNCI designation for Weymouth Avenue Cemetery, this is anticipated in the autumn period.

Work is ongoing at the Riverside Nature reserve with dead trees with the potential to fall into adjacent properties being reduced in height and works to the pond to remove excess weed planned for later in November, this work will be carried out by students from Kingston Maurward college as part of an initiative to offer them enhanced learning opportunities as part of their course work.

## 7. Staffing

As part of our ongoing staff development training was arranged for another two staff to upskill in safe operation of 360 degree tracked diggers, this was completed late October, this brings the total to 4 trained members of staff so ensuring a good depth of skills within the workforce. This training helps to maintain a multiskilled workforce to ensure service delivery can continue safely and to a good standard regardless of staff absence which in turn projects the Town Councils commitment to the delivery of a high quality of service to residents and visitors to Dorchester.

Carl Dallison  
Outdoor Services Manager



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 8 NOVEMBER 2021

#### BOROUGH GARDENS OUTDOOR GYM EQUIPMENT REPLACEMENT

1. At the last meeting of the Committee it was agreed that a costed plan be brought to this meeting in respect of replacing the existing, worn out, outdoor gym equipment and safety surfacing at the Borough Gardens.
2. There are a number of equipment suppliers and they all provide slightly different equipment, the prices set out below are for replacing the existing seven pieces of equipment with a mixture of cardio, flexibility and muscle development equipment – they are not an exact like for like.
3. It should be noted that a consultation is also underway asking users of the equipment what they would like to see installed, in terms of specific pieces of equipment. Depending on the outcome of that consultation it might be that the exact equipment is changed to accommodate the outcome of that consultation.
4. Set out below are some examples of equipment from different providers together with the cost of providing it in accordance with the framework set out in paragraph 2 above. None of the costs include replacement safety surfacing, which is not a requirement, but it might be desirable – the cost of surfacing similar to that used at the Salisbury Field Play Trail is approximately £8,200.



Total cost to provide and install - £20,808



Total cost to provide and install - £24,975



No estimate received from this supplier



Total cost to provide and install – £12,300

5. The Committee will be asked to give an indication as to the provider it wishes to select as its preferred partner for this project.
6. Once the scheme and final costs have been agreed the Policy Committee will need to be asked to release the necessary funding for the equipment from the play equipment reserve.

Steve Newman  
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 8 November 2021  
Borough Gardens new flag pole**

**Background**

As part of Dorchester Town Council’s entry to the Green Flag awards scheme the council is required to fly the flag if the gardens are successful. The gardens have secured the flag for in excess of 10 years, this year seeing the awarding of marks in the highest possible pass category for the first time ever. Currently a short flag pole is provided for this purpose, this is now coming to the end of its serviceable life.

**1.0 Location**

Currently a very short flag pole is mounted to the rear side of the old Bowls pavilion at the southern end of Borough Gardens adjacent to the new tennis courts and West Walks.

**2.0 Proposed site for replacement and works**

Planning regulations were changed in mid-2021 to allow the flying of a “Green Flag Award” standard without the need for planning permission : [Flying flags: a plain English guide - GOV.UK](https://www.gov.uk/guidance/flying-flags) ([www.gov.uk](https://www.gov.uk))

As such the Town Council is free to re-locate the flag pole within the gardens.

The current site essentially makes the almost impossible to see from any area of the gardens other than that of the tennis courts which in effect somewhat negates the point of celebrating the award by flying the flag.

Over many months the staff at Borough Gardens have been working hard to increase the quality of displays and maintenance in the gardens and one area identified for work in 2022 is the entrance area from Cornwall road opposite the junction with Westover Road. (see fig 1 below)

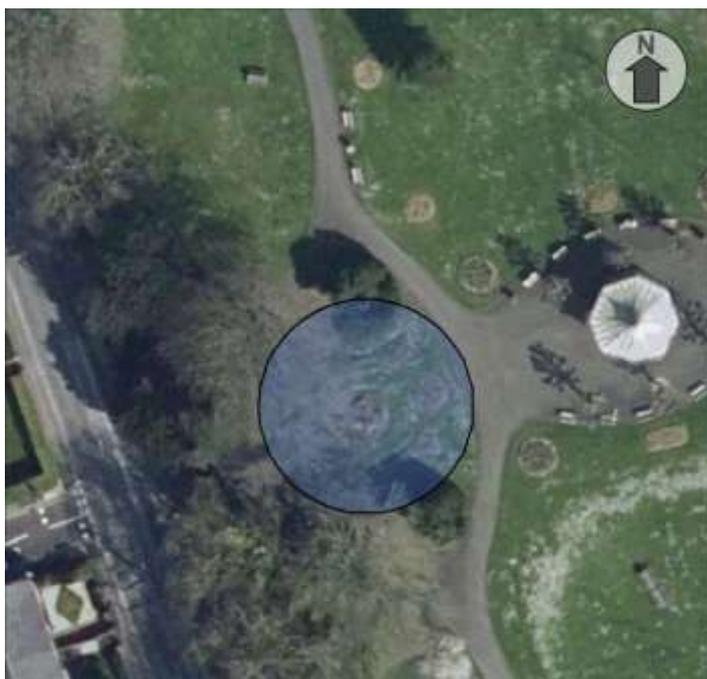


Fig 1

Currently the area is roughly triangular and comprises two mature yew trees located on each wing, smaller beds for annual planting, a central circular bed and a raised shield shaped annual planting bed. The grass surface in this area has sunk around the beds making it harder to cut to a good standard and reducing the quality of the displays. The soil contained in the annual beds is in need of improvement in terms of both structure and texture, both of which effect the growth of the plants located in the beds.

The outlines of the beds have become poor over time and shapes are becoming indistinct and the central circular bed is in need of complete renovation in terms of plant material and form. As can be seen from the image below currently the shield annual bed in the foreground and the planting in the existing central bed require re-alignment to frame the bandstand appropriately, both currently being off the centre line.



It is proposed to carry out leveling to the lawn, re-alignment of the borders and beds and to take advantage of this opportunity by planting two conical or pyramidal specimen shrubs such as Yew or Laurel to complement the existing trees and to further frame the bandstand.

The central permanently planted bed is to have stock removed and relocated in the gardens and to be re planted with shrubs. It is within this bed that the flag pole could be located. This will add some impact to the visual “Welcome “to the gardens when entering from this gate and also raise the prominence of the flag when viewed from inside the gardens.

Other nominated flags may also be flown without the need for planning permission such as the Union flag, DTC flag, Rainbow and Armed Forces flags

### **Financial implications**

An estimate for a new flag pole of £900 has been received.

Works to be carried out in winter 2022.

Members of the Management Committee are asked to consider and decide upon the following:

1. To agree to provision of a new flag pole at Borough Gardens in the location as described in this report.

Carl Dallison  
Outdoor Services Manager  
Dorchester Town Council



**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 8 NOVEMBER 2021**

**SUMMER EVENTS - 2022**

1. At the last meeting of the Committee Members received a report feeding back on the success of the wide variety of events held in the Borough Gardens over the summer. This programme of events was put on without significant funding.
2. For some years attendance at the Maumbury Rings Music Day has been patchy and discussion has previously taken place about how this event maybe reinvigorated. Those discussions were never acted upon due to the Coronavirus pandemic.
3. The cost of putting on the Music Day is £10,000+, there is also a significant amount of staff resource committed both prior and during the event. The infrastructure provided has previously been used for the Anonymous Festival on the Saturday and Love Parade on the Sunday. There has been no Love Parade since 2017.
4. With the pandemic causing a break to the established events programming it would seem that now would be a good time to review if the money previously spent on the Maumbury Rings bank holiday events represented good value.
5. Investing a significant sum of money into one weekend of events does carry a risk of poor value for money, if the weather is bad, if the weather is too good, another more attractive event in the area is put on, the entertainment is not attractive enough etc, all of this can mean that attendances are lower than would be expected.
6. Members may wish to give consideration to investing a part of the Maumbury Rings resource into facilitating events across the summer focussed on the Borough Gardens thereby reducing that risk of poor value for money.
7. It is proposed that the event for younger people, Anonymous Festival, would continue but that it too would be held in the Gardens.
8. If the Committee was minded to go in this direction, the one event that would continue at Maumbury Rings would be the outdoor cinema event which is a stand-alone event that attracts grant funding and one that does not have the same infrastructure requirements and which has outgrown the Borough Gardens.
9. Members are asked to give some consideration and direction in respect of the arrangements for next year's summer programme and in particular whether or not the traditional Maumbury Rings August bank holiday Music Day should take place.

Steve Newman  
Deputy Town Clerk



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 8 NOVEMBER 2021

#### ALLOTMENTS CHARGES 2022

1. The 2020-21 costs of operating the Council's 330+ full and half-plot allotments are as follows:-

2020-21	Expenditure £	Income £	Net £
Site maintenance, rental, and administration	11,259	10,732	-527
Water (5 sites)	5,341	2,403	-2,938
Total	16,600	13,135	-3,465

2. The Council has pursued an agreed strategy of reducing the cost to the tax payer of providing this service and increased both the allotment rent and water charges by £1 each for the current year.

3. Water consumption was again high in 2020-21 due to the long and dry summer and it is proposed that the charge for water be increased from £8.50 to £9.50 for a half plot and from £10.50 to £11.50 for a full plot.

4. In respect of the allotment fee element of the charge it is proposed to increase this by £1.00 per plot no matter what the plot size. This will further reduce the subsidy to the service and for the vast majority of plot holders mean a total increase in fees (including water) of £2.00 for the year.

5. In summary it is **RECOMMENDED** that:-

- The allotment rent, from January 2022, be increased by £1.00 per plot no matter the size.
- The water fee, from January 2022, be increased by £1.00 per plot no matter the size.

6. Set out below is the schedule of charges for 2021 and 2022. The administration fee has not been increased for the last few years as it was increased significantly before that and an additional increase is not recommended for 2022.

## SCHEDULE OF ALLOTMENT CHARGES

	Current 2021 £	Future 2022 £
Rent - Full plot on any site	38.00	39.00
Rent - Half plot on any site	22.00	23.00
Water Charge – Full plot	10.50	11.50
Water Charge – Half plot	8.50	9.50
(excludes Frome Terrace – no water)		
Administration Fee for new tenants	50.00	50.00

### **A double fee will be charged to non-residents**

#### **For a typical plot holder the charge will therefore be: -**

Rent - half plot on any site	22.00	23.00
Water Charge – half plot	8.50	9.50
<b>Total charge for full year</b>	<b>30.50</b>	<b>32.50</b>

Steve Newman  
Deputy Town Clerk

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 8 NOVEMBER 2021

#### THE QUEEN'S PLATINUM JUBILEE – 2022

1. The Committee will no doubt be aware that it is the Queen's Platinum Jubilee next year. There are a number of national events to be held over the long bank holiday weekend which runs from Thursday 2 June to Sunday 5 June.
2. The programme of events so far established is as follows:-

#### Thursday 2 June

**The Queen's Birthday Parade (Trooping the Colour):** Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

**Platinum Jubilee Beacons:** The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

#### Friday 3 June

**Service of Thanksgiving:** A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

#### Saturday 4 June

**The Derby at Epsom Downs:** Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

**Platinum Party at the Palace:** The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

#### Sunday 5 June

**The Big Jubilee Lunch:** Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming

together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

**The Platinum Jubilee Pageant:** A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

3. In addition to this there is a specially written Town Crier cry to take place at 1.00pm on Thursday 2 June 2022 and also the Queen's Green Canopy which invites people from across the Country to 'Plant a Tree for the Jubilee'.

4. It is proposed that the Council takes part in the jubilee beacon lighting and that some form of event, to be decided upon, be arranged to compliment that lighting.

5. The Council will also be undertaking various tree plantings which will form part of the Queen's green canopy.

6. If the Committee is agreeable to focussing its celebrations on the 2 June a further report with a more detailed plan will be brought to Committee. Members are also invited to give consideration to any ideas they might have for the day.

Steve Newman  
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	<i>Name of organisation.</i> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Family Support
2.	Name and address of responsible officer who should be contacted regarding this application.	<p><i>Name John Weir</i> Address 9 Peverell Avenue West, Dorchester, DT13SU</p> <p>Tel01305458949:_____ (Mobile07773737571)_ _____</p> <p>Email mrjohnweir23@gmail.com :_____</p>
3.	Address where activities are based.	Currently at Thomas Hardy School
4.	<i>What area (community) is served?</i>	Supporting families in the Dorchester area who are in receipt of pupil premium with Christmas parcels of food, packs and a small cash gift
5.	Are there any other similar facilities or services provided in the area/district?	Not to our knowledge
6.	How does your organisation / activity benefit the residents of Dorchester	Supporting families in need
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No

9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	Parcels to be distributed on 18 December. Will enable these families to have a more enjoyable Christmas
10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	Regular donations from churches, charitable trusts and individuals
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	1 November 2021  18 December
12.	Please give details of the cost of the project.	£10000
13.	<i>Please give details of other grants awarded or applied for.</i>	Will fund from our reserves
14.	Amount of grant requested from Dorchester Town Council.	£1000
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	None
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that <b>the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</b></p> <p>Signature of Applicant. John Weir).....</p> <p>Position Held Treasurer .....</p> <p>For and on behalf of Dorchester Family Support..... Date 1 October 2021.....</p>	

DORCHESTER FAMILY SUPPORT  
 ACCOUNTS 1 March 2020 – 28 February 2021

		LAST YEAR
INCOME		
CORPORATE	25871.97	9100.00
PERSONAL	7775.00	4224.02
OTHER	0.00	
FASHION SHOW		1400.00
TOTAL	33646.97	14724.02
EXPENDITURE		
FOOD	20725.59	7162.11
GOVERNANCE	394.50	
MISC	2075.00	93.50
SUPERDRUG		1800.00
KIWI		800.00
TOTAL	23195.09	9855.61
SURPLUS	10451.88	4868.41

BALANCE SHEET

BROUGHT FORWARD	10189.39	5320.98
SURPLUS	10451.88	4868.41
CARRIED FORWARD.	20641.27	10189.39

NOTES

DFS REGISTERED AS A CHARITY IN MARCH 2020 BUT DUE TO COVID DFS CONTINUED TO SHARE A BANK ACCOUNT WITH DORCHESTER FOOD BANK UNTIL SEPTEMBER 2020

PRIOR TO CHARITY REGISTRATION DFS OPERATED ON A YEAR END OF 30 SEPTEMBER. SEPARATE ACCOUNTS WERE PRODUCED.

THE PREVIOUS YEAR FIGURES ABOVE ARE AN EXTRACT FROM EARLIER FIGURES.

ACCOUNTS APPROVED BY TRUSTEES ON 3 MARCH 2021

ACCOUNTS EXAMINATON



1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Life Education Wessex & Thames Valley
2.	Name and address of responsible officer who should be contacted regarding this application.	Name John Clements Address 2, Barnes Croft Coles Lane, Milborne St Andrew Dorset DT11 0LG  <b>01258 837417</b> Tel: _____ (Mobile)
3.	Address where activities are based.	Winterbourne Valley First School
4.	What area (community) is served?	School Catchment
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	Through our annual visits, children progressively acquire the skills and knowledge to make their own healthy choices in life. As well as helping the children who participate, the benefits of this preventative education cascade out to the wider community, as children who make the right healthy choices grow up to become better citizens and make a positive contribution to society .
7.	Present charges/ subscription/fees. Please attach schedule if available.	No
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	no

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>Visit to Winterbourne Valley First School on 25/11/21 to see 75 children.</p> <p>Through our annual visits, children progressively acquire the skills and knowledge to make their own healthy choices in life. As well as helping the children who participate, the benefits of this preventative education cascade out to the wider community, as children who make the right healthy choices grow up to become better citizens and make a positive contribution to society.</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	25/11/21
12.	<p>Please give details of the cost of the project.</p>	Total cost £570. School to pay £355, <b>Shortfall £215.</b>
13.	<p>Please give details of other grants awarded or applied for.</p>	None specific to this visit.
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	£215
15.	<p>Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	

16. Declaration

I/We declare that the information given on this application is true and complete in every respect.

I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.

Signature of Applicant(s).....John Clements

Position Held.....Administrative Assistant.....

For and on behalf of.....Life Education Wessex & Thames Valley

Date.....



**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Mid Dorset Mencap Group Ltd
2.	Name and address of responsible officer who should be contacted regarding this application.	<p><i>Name Mervyn Harris</i> Address 10 Trent Close, Tolpuddle, Dorchester, Dorset. DT2 7HA</p> <p><u>Tel: 01305</u> 848338 (Mobile): 07794787588</p> <p>Email: mervynharris981@btinternet.com</p>
3.	Address where activities are based.	33 Trinity Street, Dorchester, Dorset, DT1 1TT
4.	<i>What area (community) is served?</i>	Mid Dorset Weymouth, Dorchester, Blandford, Purbecks.
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	<p>Mid Dorset Mencap Group is an established local charity, run entirely by volunteers.</p> <p>We aim to improve the quality of life for local people with Learning Disabilities by raising funds to provide goods and services to support and benefit them, provide respite for their families and carers, over and above those provided by statutory authorities.</p> <p>In addition, Mid Dorset Mencap is developing a centrally situated community/resource centre where people with Learning Disabilities can meet informally to enjoy activities of everyday life, education and training, leisure and recreation and to develop occupational skills.</p> <p>This will fulfil a huge unmet need in the area.</p>
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	None

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Depending on the level of service offered to people with Learning Disabilities, there may be a charge introduced from the beginning of 2022 of £20-£30 per session per day.
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	<p>Mid Dorset Mencap Group has taken up a 5 year lease on a facility in the centre of Dorchester from the 1<sup>st</sup> of May 2021.</p> <p>The facility is large enough to provide a range of services for people with learning difficulties and those with special needs. The location has 2 floors and the plans are to use the ground floor as a charity shop with the added service of a café/coffee shop.</p> <p>We aim to make the shop and café very welcoming, and to create an environment that feels friendly and inclusive to all.</p> <p>Clients with Learning Disabilities will be able to work in the charity shop and café, where they will receive training and work towards achieving an Asdan qualification, which we hope will not only build their confidence and skills, but will also help them to access further training and work opportunities in the future.</p> <p>We are also applying for funds to install a stair lift for our clients to create a fully accessible first floor. This area will be used initially to restart our popular “Arts and Self Expression” courses and to install an IT/meeting room – where we will then be able to offer computer training to our clients.</p> <p>In the future, we also expect that the first floor will be used by a range of partner organisations who also support people with learning disabilities, to create a hub and to provide a more integrated service.</p> <p><b>The funding that we are applying for will be used to provide Food Hygiene training for staff running the café, and also to create some resources for the café, including menus and marketing materials.</b></p>
10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	By income from the retail shop and coffee shop sales

11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	01/11/2021  Ongoing
12.	Please give details of the cost of the project.	£500
13.	<i>Please give details of other grants awarded or applied for.</i>	None
14.	Amount of grant requested from Dorchester Town Council.	<b>£300</b>
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every Respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that <b>the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available when submitting the</b></p> <div data-bbox="571 1115 1018 1234" style="text-align: center;">  </div> <p><b>please make this known application.</b></p> <p>Signature of Applicant(s)</p> <p>Position Held: Vice Chair</p> <p>For and on behalf of.....Mid Dorset Mencap Group Ltd</p> <p>Date.....15/10/2021</p>	

MID DORSET MENCAP MAIN ACCOUNT

Year ending 6<sup>th</sup> April

	2021	2020	2019
<b>INCOME</b>			
Subs received	115.20	83.00	127.00
Grants	0.00	200.00	588.00
Donations	21.19	655.26	30.00
Table Top Sales	0.00	111.70	91.14
Tolpuddle Village Events	0.00	71.20	235.00
Frampton Arms Auction	0.00	0.00	1340.00
Bank Account Interest	0.43	2.03	1.23
Rate Repayment	0.00	0.00	443.70
10 <sup>th</sup> Anniversary	0.00	4936.00	380.00
SSE refund for Shop	101.00	0.00	0.00
Other	0.00	0.00	7.99
<b>Total Receipts</b>	<b>237.82</b>	<b>6059.19</b>	<b>3244.06</b>
<b>EXPENSES</b>			
Mencap Membership	0.00	60.00	60.00
Grants	250.00	300.00	1000.00
Insurance	436.80	426.15	409.98
Council Tax	0.00	0.00	443.70
Hall Hire AGM	0.00	71.90	50.00
Stationery/software	0.00	0.00	7.99
10 <sup>th</sup> Anniversary	0.00	4026.76	450.00
Meal for volunteers	0.00	129.95	0.00
SSE Refund	101.00	0.00	0.00
<b>Total Payments</b>	<b>787.80</b>	<b>5014.76</b>	<b>2421.67</b>
Previous Year	5606.75	4562.32	3739.93
Surplus for the year	(549.98)	1044.43	822.39
<b>NETT WORTH</b>	<b>5056.77</b>	<b>5606.75</b>	<b>4562.32</b>
<b>REPRESENTED BY:</b>			
Nat West Account 38165716	4029.88	4581.48	3523.08
Nat West Account 38179199	1012.76	1012.33	1010.30
Petty Cash	14.13	12.94	28.94
	<b>5056.77</b>	<b>5606.75</b>	<b>4562.32</b>

**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 8 NOVEMBER 2021**  
**EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES**

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

<b>Name</b>	<b>Full Burial/Ashes</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>			
DEBORAH JANE VINCENT	ASHES	3149	T.B.A.
<b>Poundbury Cemetery</b>			
GRAHAM & JUDITH ANTICE	FULL BURIAL	3148	T.B.A.
REBECCA SHANKLY	FULL BURIAL	3150	T.B.A.
DAVE & PAULINE LAVIS	FULL BURIAL	3151	353
IAN MURRAY WALKER	FULL BURILA	3152	760
<b>Fordington Cemetery</b>			

1. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester's Cemeteries:-

01.09.2021 – 31.10.2021	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	1	-	6
<b>Ashes</b>	3	-	-
<b>Garden of Remembrance</b>	-	-	-
<b>Poundbury Chamber</b>			-
<b>Children's Plot</b>			-



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 8 NOVEMBER 2021

#### MUNICIPAL BUILDINGS MONITORING REPORT

##### Staffing

1. The front part of the Municipal Buildings have been opened for use. All bookings are taken and managed by Dorchester Arts. The Town Hall Keepers are now largely back working at the Buildings preparing rooms for hirers etc. They have also been assisting DA in preparing and being in attendance at other venues around the town.

##### Lift

2. The new lift has been installed and commissioned. So far only positive comments have been received and it is hoped that this lift will be significantly more robust than the old one it replaces. The main structure for the new lift is significantly more robust by the use of thicker and smaller glass panels and, importantly, a steel brace half way up the lift.



##### Flagpole

3. Members may have noticed that no flags have been flying from the flagpole for some while. This is because the structure of the flagpole had deteriorated to such an extent that the top pulley broke away from the flagpole. A replacement flagpole was erected early in the morning last month. This new flagpole should give 20+ years of life.



### Municipal Buildings Corn Exchange and Re-Roof

4. The Council's contractor's, Hammonds, have made significant progress the difficulties with the pandemic seem to have eased but there are still some issues with receiving materials in a timely way.

Progress made to date includes:-

#### Corn Exchange

- The external scaffold has been removed.
- The floor strengthening works for the retractable seating are complete and the timber floor has been replaced except for one area which is awaiting delivery of materials. These are due next week.
- The decoration is almost complete and the internal works remain on programme.
- The stage light installation has started.

#### Apse

- The external scaffold to the apse has been removed except for the one area to allow access for finishing the repairs to the parapet.
- Plaster repairs and decoration completed.
- The internal scaffold has been completely removed.

#### Council Chamber.

- The top hat scaffold has been removed. The recent rain has proved the successful completion of the works.
- The Council Chamber, Magistrates Room, Bar and WCs have been handed over to Dorchester Arts.
- The commissioning of the air handling unit in the roof space is still to be carried out.

## Corn Exchange Paint

5. The paintwork within the Corn Exchange is largely complete using the revised colour scheme agreed by Members and can be seen in the photo below:-



## Extension for Biomass and Offices

6. Contractor instructed to proceed, construction programme now showing a completion date of the end of Feb / March 2022. Ongoing discussion to agree the logistics, planning etc to minimise the impact on the use of the Corn Exchange and Dorchester Arts.
7. Works continue to the existing areas (Dressing rooms, kitchen, THK's office etc) which have been stripped out and the existing floor structure and asbestos covered roof (at first floor level) removed. The new floors, supporting structure, alterations to the steel frame and it's support has been completed. The steel beams have been sprayed with fire protection. Framework completed for the three new toilets in the old kitchen/storage area space.
8. The back door has been bricked up and the piled foundations for the extension were carried out last week and the excavation of the pit for the wood chip store is now in progress. The archaeologist has been carrying out a watching brief during these works.



Steve Newman  
Deputy Town Clerk